

## **Code of Conduct**

Our code of conduct establishes the minimum standards of ethics, conduct and compliance to be followed by our employees and our contractors in the course of their duties and when representing Tatts Group companies.

When considering our actions we should apply these general tests – is it the right thing to do, is it legal, is it in the best interests of the company, would we or the Tatts Group of companies potentially be embarrassed if our actions were publicly disclosed.

### **1 Act with Honesty, Integrity and Fairness**

- 1.1 We always act ethically and honestly in our dealings with our customers, suppliers, colleagues and stakeholders.
- 1.2 We behave in ways that promote a workplace free from harassment and discrimination.
- 1.3 We conduct ourselves in ways that will reflect positively on Tatts Group's reputation.

### **2 Act in Accordance with the Law**

- 2.1 We abide by all the laws that apply to our businesses.
- 2.2 We immediately report to our supervisors and managers any breach of the law that occurs in the course of conducting Tatts Group's business.
- 2.3 We immediately report to our supervisors and managers any breach of the law which may impact upon our ability as employees to carry out our duties.

### **3 Use Tatts Group's Property and Resources Appropriately**

- 3.1 We maintain a safe working environment and ensure the safety of others and ourselves.
- 3.2 We maintain Tatts Group's and our customers' information confidentially unless required to be disclosed by law.
- 3.3 We use Tatts Group's property and resources only for purposes directly relating to Tatts Group's business.
- 3.4 We avoid situations where our private interests or associations could conflict or could appear to conflict with our duties as employees of a Tatts Group company.
- 3.5 We use Tatts Group's resources to provide entertainment or gifts only for official purposes and where the cost provides an overall benefit to the business.
- 3.6 We always seek the most effective and efficient outcomes for Tatts Group.